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Mission Statement

To support the Department of Military Affairs with quality, timely and effective services

based on principles of honesty, integrity and the highest ethical standards.

Visit the WING-SHR website at

www.dma.wi.gov, Department Operations, State Human Resources.

This site is a great resource of information and service to the general public and our internal customers -- employees and supervisors.

Additional sources of valuable information are the OSER website (Office of State Employment Relations) at www.oser.wi.gov as well as ETF (Employee Trust Funds) at www.etf.wi.gov.

The SHR QUARTERLY



Did you know that SHR has a page on the DMA website? You can find all sorts of great information and handy references by going to:

<http://dma.wi.gov/devops/section.asp?linkid=53>

or simply go to <http://dma.wi.gov/> and look for State Human Resources under Department Operations on the left side of the front page. You will see a list of resources to choose from. For example, under "Department Operations" you will find the State Employee Manual, all the Practice and Procedure Bulletins, Work Rules,

PTAWeb information and so much more. If you click on "Forms" you will find almost every form used by SHR -- including our newest additions, the Leave Without Pay Request/Authorization Form and the Limited Term Employment Request/Report. The links used to reach the form documents are from their originators, so if they are updated, ours are too. If you don't find something on the website that you think should be there, please let someone from SHR know!

DMA State ID Card Process Change.

Consensus is that the comprehensive information on the military building access cards now makes issuance of the state identification card from our SHR office nonessential. However, if supervisors determine a distinct need for a separate ID card for their state employees, cards can be generated upon coordination with Sarah Mautz in the DMA SHR office.

After May 21, 2007, the Current Employment

Opportunities Bulletin (COB) will no longer be available in the format that we are all familiar with. In its place, starting in June 2007, there will be a two page, weekly flyer titled "Wisc.Jobs Bulletin". This bulletin will contain summary information related to vacancies currently open for application. The complete information regarding any vacancies can be found on the official site for State of Wisconsin Civil Service recruitments at <http://www.Wisc.Jobs>. Questions may be directed to Stacie Meyer at (608) 242-3166 or Tom Sandine at (608) 242-3164.

Your SHR Staff

Lynn Boodry, Human Resources Director – 608-242-3163

Tom Sandine, Human Resources Specialist – 608-242-3164

Stacie Meyer, Human Resources Specialist - 608-242-3166

Julie White, Risk Management and Safety – 608-242-3157

Katie Esser, Payroll & Benefits – 608-242-3165

Cathy Johnson, Payroll & Benefits – 608-242-3167

Sarah Mautz, Human Resources Assistant – 608-242-3153

All phone numbers above can also be contacted by using DSN number 724 before the last four digits.

On April 1, 2007, **General Wage Adjustments (GWA)** will go into effect for eligible employees, in accordance with the State of Wisconsin Compensation Plan or applicable collective bargaining agreements. These adjustments will be reflected on the April 26th paycheck. Generally, a 2.25% increase will be applied to your base pay rate, but some variations apply to certain bargaining units. For more information, please reference the Comp Plan for non-represented employees, or your union contract.

**40% words, 15% facial expression,
15% memories, 30% smile,
total =100% communication.**

Many of you know DMA's **State Risk Manager**, Julie White. Julie is an integral part of the State HR staff and, among other things, handles workers compensation claims, Family and Medical Leave Act Requests, fitness for duty determinations, accident reporting and resolution, vehicle use compliance, safety inspections, OSHA reporting, protective equipment, and tornado and severe weather preparation. Julie works with DMA federal safety officers in much of her work. If you are a state employee and have a health or safety workplace concern, contact Julie.



Are your lights on?

With the sun rising after seven o'clock in the morning and setting around seven o'clock at night, motorists are reminded to click on their headlights to comply with state law. The law says motorists must have their headlights on from 30 minutes after sunset until 30 minutes before sunrise. If you're driving in a rural area with your high-beams on, you're required to dim them when you are 500 feet or less behind another vehicle or approaching another vehicle. The Wisconsin State Patrol also recommends that you use low beams when driving in fog, snow, or heavy rain because the light from high beams can reflect off the precipitation and cause glare for the driver. And never use your cruise control when it is raining or the roadway is wet!

Comp time and vacation carryover from 2006

Remember . . . employees belonging to WSEU and SEA bargaining units must use their 2006 carryover comp time by April 30, 2007. Employees belonging to WPEC, WSP and Crafts bargaining units have until June 30 to use their carry over comp, and non-represented (non-supervisors and supervisors) must use their 2006 carryover comp by December 31, 2007. Any carryover comp balances not used by the deadline will be paid out to employees. And . . . unless you are an employee on an original six-month probation, your 2006 carryover vacation must be used by June 30, 2007 or it will be lost.

Health Insurance and Sick Leave

Did you know that - - - -

1. If you are an insured state employee who terminates state service;
2. Are not eligible for an immediate annuity (under age 55 for general employees or age 50 for protective category employees);
3. Do not take a separation benefit; AND
4. Have at least 20 years of creditable service in the Wisconsin Retirement System when you terminate employment, you may be eligible to continue your health insurance coverage for an indefinite period of time? Insured state employees leaving State service before reaching minimum retirement age (therefore, not eligible for an immediate annuity) with at least 20 years of creditable Wisconsin Retirement System (WRS) service who do not close their WRS account, may continue coverage under the State group plan indefinitely. These employees are required to pay the full premiums. They cannot use sick leave credits to pay premiums or apply to escrow their sick leave credits until they later apply for their retirement annuity. However, any sick leave credits in an employee's account under these conditions will be available for later use. A Continuation-Conversion Notice and a Group Health Insurance Application must be completed. Additional information on this topic can be found on ETF's website at www.etf.wi.gov or by contacting them directly at 608-266-3285 or 1-877-533-5020 toll-free. Information on group insurance for retirees is found at <http://etf.wi.gov/publications/et4112.htm>

ATTENTION

PTAWeb notes . . .

If you are an employee who is not paid by default (check your employee profile) and you are set to receive comp -- not cash, and you are Nonexempt under the Fair Labor Standards Act (FLSA), the following pertains to you. Employees who work flex hours (i.e., 36 hours in one week and 44 hours in the other week), need to keep in mind that PTAWeb looks at each week separately for pay. For a 36/44 work hour schedule, you would be paid only 76 hours -- 36 hours from week 1 and 40 hours from week 2 with 4 hours going to comp earned unless you showed comp time used in the short week (for 4 hours) to make your short week 40 hours. You'll earn comp in the long week from working the additional 4 hours, earning and using comp all in the same pay period. A good double check is the Summary and Detail screens to see just how many hours you will be paid.